

Revenue Clerk

Edgecombe County Tax Administration is accepting applications for a full-time Revenue Clerk under the supervision of the Vehicle Registration Supervisor. This position performs clerical work in the processing of vehicle registrations, titles and related documents for the County operated NC Division of Motor Vehicles and performs technical work collecting utility and tax bills. Employee must exercise initiative and independent judgment in performing assigned tasks and ensuring accurate records. Employee must exercise tact, courtesy and firmness in frequent contact with the general public.

Work requires general knowledge of methods and procedures used to process forms and receive funds in the registration and licensing office of the State: general knowledge of State Motor Vehicle titling and licensing procedures and practices. Possession of Notary Public commission or ability to obtain one within a reasonable amount of time. Applicant may be required to successively complete three weeks of intensive training through the NC Division of Motor Vehicles prior to beginning work. North Carolina Fundamentals of Property Tax Collection and Listing, Assessment, and Taxation of Property in NC course must be taken as soon as budget allows. Valid North Carolina driver's license, pre-employment drug testing and background check required. Edgecombe County is an Equal Opportunity Employer.

Starting Salary: \$23,170

Deadline Date for Accepting Applications: September 2, 2016

Submit Edgecombe County application to: Edgecombe County Human Resources, located in the County Manager's Office, or you may mail the application to: Clancie Pullen, HR Director, PO Box 10, Tarboro, NC 27886